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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

Number 143

July 12, 1948

PMA PROCEDURE TRANSMITTAL

NOTICE

Reserve  
SALARY TABLE: General Accounting Office Salary Table No. 30 dated July 6, 1948 incorporates the increase in the retirement rate from 5% to 6% and the \$330 salary increase effective the first full pay period in July. A limited supply of these tables are being distributed to Area Administrative Services Offices, CCC Offices, State Offices and Washington Administrative Officers for use of personnel concerned with payroll operations. A modified salary table will be distributed to all manual holders at a later date.

REVISIONS AND CHANGES

139.1  
and EXHIBITS  
A and B  
7-7-48

REPORTS OF MAN-MONTHS BY WORK PROGRAMS: This is a complete revision, reflecting certain changes in the method of reporting man-months by work programs during the 1949 fiscal year. Remove Instruction 139.1 and Exhibits A, B, and C dated 8-1-47 and insert attached Instruction. Distribution: A, B.

FORMS MANUAL INSERTIONS

AD-14  
(Insertion  
No. 1)  
6-30-48

REQUEST FOR SUPPLIES, EQUIPMENT, OR SERVICE: This Forms Manual Insertion shows proper completion of the form by field offices when ordering direct from Supply Centers of the Bureau of Federal Supply. Distribution: (AA-03), (A, B Field Only), (A-05, 25, B-05 Washington).

AD-14  
(Insertion  
No. 2)  
7-7-48

REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE: This Forms Manual Insertion shows proper completion of the form by all PMA offices when ordering from the Administrative Services (AS) Division in Washington or through any area AS Division. Remove the Forms Manual Insertion dated 10-8-46 from the Manual and insert the attached. Distribution: A, B.

PBA 10-292  
7-7-48

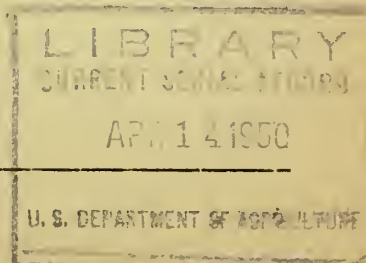
REQUEST FOR WORK TO BE PERFORMED: Remove the Insertion dated 10-9-46 from the Forms Manual and insert the attached. The revision changes the number of copies required. Distribution: A (Washington Only), B (Washington Only).

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SUPPORT PMA'S EMPLOYEE SUGGESTION PROGRAM

DISTRIBUTION: A, B

Page 1





U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

REPORTS OF MAN-MONTHS BY WORK PROGRAMS

I PURPOSE

This instruction establishes a procedure to be followed by each Branch or Office of PMA, in preparing forms AD-532 and/or PMA-418, "Analysis of Man-months by Work Programs." AD-532  
PMA-418  
This procedure is designed to secure uniformity in the preparation of these forms and to insure that funds are spent for the purpose for which they were appropriated and for no other purpose. The procedure prescribed herein shall be effective July 1, 1948.

II INSTRUCTIONS FOR THE PREPARATION OF FORM AD-532

A Offices Required to Prepare Form - AD-532 will be required from all Branches and Offices of PMA having functions financed from Consolidated Account allotments and from the PMA State Offices for reporting activities financed under Section 392, AA Act of 1938.

B Definition of Consolidated Account Allotments - "Consolidated Account Allotments" are those made from the limitation "Administrative Expenses, Commodity Credit Corporation" which fund is subsequently reimbursed from the applicable appropriations on the basis of monthly cost analysis reports. Primary data for the cost analysis reports are derived from AD-532 which provide information to determine the monthly cost of conducting the work programs by appropriations that are financed from the Consolidated Account.

C Basis for Preparation - The head of each organizational unit shall report the allocation of total man-months according to the amount of time devoted to each work program covered by this procedure. Exhibit A lists descriptions of all current programs which shall be reported. Whenever new activities are to be conducted by PMA, the Budget Division shall notify all Branches and Offices of the new work programs to be reported. The validity of this man-month report will depend to a large degree upon its preparation in the units actually performing the work on the programs listed. Where the activities of an organization unit are fairly stable, the unit supervisor will have an operating knowledge of the time devoted to each work program within his unit. Periodically, however, a supervisor shall review the operations of his unit to ascertain the correctness of reports prepared on this basis. (When the activities of a unit fluctuate sharply it may be necessary to establish individual, daily or periodic time records). Units should make every effort to utilize records measuring workload, such as shipping reports, delivery reports, claims adjudicated, accounts maintained, postings,

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 REPORTS OF MAN-MONTHS BY WORK PROGRAMS
 

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## (II C)

vouchers certified, and so forth, wherever such records are indicative of time spent on each program. Wherever this method of allocating man-months by programs is used it should be cleared with the branch Administrative Officer and the Budget Division.

D Legend of AD-532

1 Line 1: Branch, Staff Office, or Service Division:  
Enter the name of the Branch, CCC Field Office or PMA State Office, and the location. Do not make any entries for "Staff Office, or Service Division". The locations are WASHINGTON, NEW YORK (Northeast), ATLANTA (Southeast), CHICAGO (Midwest), DALLAS (Southwest), SAN FRANCISCO (Western), KANSAS CITY, MINNEAPOLIS, NEW ORLEANS, PORTLAND, and each PMA STATE Office. For example, Livestock Branch, Washington, D. C.; Information Branch, New York (Northeast); CCC Field Office, Chicago (Midwest); PMA State Office, New York.

2 Line 2: Division, Section, State and so forth:  
Enter only the "Division" within a Branch or Office and location. Do not make any entries on this line for "Section, State, etc." For example, "The Food Distribution Programs Branch in Washington shall indicate the "School Lunch Division"; the CCC Field Office, Atlanta shall indicate the "Fiscal Division".

3 Line 3:

a Unit. Enter the "Section", "Field Office" or other organizational units. For example, the Food Distribution Programs Branch, in Washington may indicate the "Technical Services Section" under the "School Lunch Division". The CCC Field Office, Atlanta shall indicate the Administrative Accounting Section under the "Fiscal Division". Units within a section shall be indicated by inserting the title of such unit in parentheses after the title of the Section. For example, the Budget and Management Branch in Washington, shall indicate the (Procurement Unit) operating within the "Procurement and Equipment Management Section" of the "Administrative Services Division".

To be most effective these reports shall be submitted from the lowest possible organizational unit within a Branch or Office.

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REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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(II D 3)

b Month Ending - Insert the last day of the particular month to which the report is applicable.

4 Columns 1 through 25, "Man-Months Devoted to Work Projects":

a Order of Listing - Each branch or office shall require all of its units to enter in the headings of columns 1 through 25, the titles of all work programs conducted during the month in the same order as they appear in the listing in Exhibit A of this Instruction. For example, a branch or office having three work programs, namely, "B - Section 32 Export", "D - Food Preservation" and "G - Administration of Marketing Agreements" would have each reporting unit use column 1 for "Section 32 Export", column 2 for "Food Preservation" and column 3 for "Administration of Marketing Agreements". If work is not performed under work program "Food Preservation", the reporting unit should leave column 2 blank.

b Column Entry - Enter in columns 1 through 25 opposite the applicable service and grade and under the respective headings, the man-months devoted to each work program. The sum of the man-months entered in columns 1 through 25 must equal the total number of man-months shown in column 27. For a unit reporting an employee who was in pay status less than a full month the man-month figure would be determined on the basis which the number of days the employee was in pay status bears to total pay status days in the month. For example, an employee in pay status 6 days out of a work month of 20 days would have worked .3 man-months. All man-month entries in columns 1 through 25 and 27 will be reported to the nearest tenth of a man-month; for example, three-tenths of a man-month should be shown as .3; one and three-tenths man-months should be shown as 1.3.

c Administrative Management Activities - Administrative Management activities, for the purposes of this procedure, are defined to include the following functions: personnel, budget, administrative services, organization and management, administrative accounting and executive direction. It may be assumed that administrative management costs for a single work program are in direct relation to total costs for all work programs under a single

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REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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(II D 4 c)

appropriation. Therefore the reporting units performing these functions in the following offices may report man-months by appropriations: Office of Administrator, Budget and Management Branch, Administrative Accounting Division (Fiscal Branch) and Administrative Accounting work in CCC Field Offices. Appropriations are identified as those appearing in capital letters in Exhibit A of this Instruction.

5 Column 26, "Total Base Pay Earned" - The total base pay earned will be computed by multiplying the monthly base pay rate for the particular month for each grade by the related number of man-months. The totals will be inserted in this column opposite the respective grades. The monthly base pay rate will vary with the number of pay status days in each month. The number of pay status days in a month is the number of days an employee would normally work, i.e., all days in the month except Saturday, Sunday and absence without pay. As an aid in completing this column, use Exhibit B which lists the annual and daily salary rates and total salary by months. For periods of less than one month, multiply the daily rate by the number of days the employee was in pay status. The amount earned includes retirement, withholding tax, bond deductions, and so forth. Do not include ordered overtime as provision for reporting this cost is made elsewhere in the Instruction (see paragraph IV D). (Also refer to paragraph IV B for the instructions on computing man-months for employees on leave).

6 Column 27, "Total Man Months" - Insert opposite the applicable grade the total number of man-months. This will be obtained by adding the amounts in columns 1 through 25. The man-months reported in this column may be more or less than the related amounts reported in column 28 because of absence without pay, lump sum payments, etc.

7 Column 28, "Number of Employees" - Insert the actual number of employees in each grade in the organizational unit as of the last day of the month. (Instructions relating to employee details are covered in paragraph IV A).

8 Column 29, "Service and Grade" - List the grades in which the several employees are classified in descending order under each type of service. A grade should not be listed more than once.

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REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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## (II D)

9 Total - The total of columns 1 through 25 must balance with column 27. Accuracy is essential. Be sure to check each column. In addition, each branch and office should administratively review its man-month reports either separately or on a branch consolidated basis in order to detect incorrect treatment or preparation of these reports.

## III INSTRUCTIONS FOR THE PREPARATION OF FORM PMA-418

A Offices Required to Prepare Form - PMA 418 will be required from all branches and offices of the PMA having functions financed from direct allotments.

B Definition of Direct Allotments - "Direct Allotments" are those which are made to a branch or office directly from the indicated appropriation or fund, and therefore, such allotments are not reimbursable as would be in the use of the Consolidated Allotments.

C Basis for Preparation - The head of each organizational unit shall report the allocation of total man-months by programs within the fund from which the employee is payrolled.

D Legend of PMA 418

1 Line 1: Branch and Location: Enter the name of the Branch and Location. The locations are WASHINGTON, NEW YORK (Northeast), ATLANTA (Southeast), CHICAGO (Midwest), DALLAS (Southwest). SAN FRANCISCO (Western). For example, Fruit and Vegetable Branch, New York (Northeast). (Field office locations will be entered on line 3).

2 Line 2: Division: Enter the "Division" within a branch by location. For example, Dairy Branch in Washington shall indicate the "Inspection and Grading Division".

3 Line 3:

a Unit - Enter the "Section", "Field Office", or other organizational units. For example, Grain Branch shall indicate the "Seed Testing Section" of the "Seed Act Division"; the Tobacco Branch may elect to use as a reporting unit its office at "Raleigh, N. C." Units within a section shall be indicated by inserting the title of such unit in parentheses after the title of the section. For

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## REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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### (III D 3 a)

example, the Fruit and Vegetable Branch in Washington shall indicate the (Procedure Unit) operating within the "Standard Container Section" of the "Regulatory Division".

To be most effective these reports shall be submitted from the lowest possible organizational unit within a branch or office.

b Month Ending - Insert the last day of the particular month for which the report is applicable.

4 Total Man-Months - Enter opposite the applicable work program, the total man-months which have been expended on the program. Each branch and office shall review the man-month reports each month to determine that the employees whose time is allocated to a respective program are payrolled from the related appropriation. It is essential that employees be paid from funds appropriated for the program on which they work.

5 Total Number of Employees - Insert the total number of employees in a pay status at the end of the month.

### IV INSTRUCTIONS FOR REPORTING DETAIL OF EMPLOYEES, LEAVE, ETC., ON FORMS AD-532 and PMA-418

#### A Detailed Employees

1 Within PMA - In the case of reimbursable details of employees, the detailing office will exclude such employees from the report but indicate by footnote the number of employees and the Branch to which detailed. The office receiving the services of detailed employees will include such services under the appropriate work program, and indicate by footnote the man-months by work program applicable to such reimbursable detailed employees.

In case of non-reimbursable details, include employees detailed to other offices in the same manner and under the appropriate work programs as if they were actually performing work within your office. Exclude such employees detailed to your office.

2 Between PMA and Other Outside Agencies - In the case of reimbursable details include employees detailed from agencies outside PMA and exclude employees detailed to agencies outside PMA. In the rare cases of non-reimbursable details, exclude employees detailed from agencies outside PMA and include em-

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REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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## (IV A 2)

ployees detailed to agencies outside PMA.

B Computing Man-Months of Employees on Leave

1 Annual, Sick, or Other Leave With Pay - Employees on annual leave, sick leave, court leave, voting leave, leave to take non-competitive examinations, or military leave with pay, should be reported as though they were on active duty and the man-months distributed to the work programs to which they normally would have been assigned.

2 Leave Without Pay - Employees absent without pay should be reported for only that portion of the month for which they were in pay status. The period of active duty is to be shown under the appropriate work programs.

3 Lump Sum Payments - Terminated employees who receive lump sum payments for accumulated leave should be reported as if they were on active duty. On Form AD-532 each lump sum payment should be reported as one employee opposite the appropriate grade in column 28. The period of leave for which lump sum payment was made should be converted to man-months and reflected in column 27; for example, for an employee who worked a full month and had accumulated leave to cover a period of two months, the report will show 3 man-months in column 27 and be distributed among the work programs in which he normally would have participated. The following month this employee would not be reported. Where terminated employees are included in the number of employees in a grade, (column 28) indicate by footnote the number of employees so terminated. On Form PMA-418 the period of leave for which lump sum payment was made should be converted to man-months and distributed to the work programs on which the employee normally would have participated, and within the fund from which the employee was paid. Each terminated employee would be reported as one in the "Total Number of Employees" for the month being reported and would be excluded from subsequent reports.

Lump sum payments for employees terminated as a result of the curtailment or termination of a sizeable program shall be paid in accordance with instructions to be issued by the Budget Division. For example, if the Supply Program were terminated it would be necessary to terminate a number of employees. In order to terminate the employees, however, that would be working on the Supply Program, the "bumping process" would probably

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REPORTS OF MAN-MONTHS BY WORK PROGRAMS

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## (IV B 3)

result in a large number of employees being terminated who were performing other kinds of work financed from other appropriations. In wholesale terminations of this sort it is felt that the employees terminated should have their lump-sum leave paid from the fund covering the program being terminated, otherwise it may occasion deficiencies in the appropriations from which the employee was paid who was actually terminated.

C Ordered Overtime - The cost for all ordered overtime performed during the month shall be reported by every unit submitting AD-532 reports under the consolidated account. Insert the total cost of the ordered overtime in column 26 below the total base pay earned and indicate by footnote the amounts of overtime cost applicable to each program.

D Submission - The original and one copy of Forms AD-532 and/or PMA-418 will be submitted to the Budget Division who shall transmit the original copy to the Fiscal Branch. Washington and field reporting units will forward the completed forms to their respective branch or office in Washington for submission as received to the Budget Division on or before the tenth of the month following the month for which the report is applicable.

E Adjustments in Man-Month Reports - After submitting Forms AD-532 and/or PMA 418, branches and offices may request any adjustments in the current or prior months report by memorandum submitted to the Budget Division.

F Source of Supply - Supplies of AD-532 and PMA-418 may be requisitioned through usual supply channels.

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\*LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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SECTION 32 (APPROPRIATION):

A Diversion Activities - Administrative costs incident to making diversion payments to processors. No charges are to be made under this program for procurement, distribution, shipping or storage.

B Section 32 Exports - Includes only administrative costs incident to making differential payments to individual exporters. No charges will be made under this program for procurement, distribution, shipping or storage.

C Purchases and Direct Distribution - Includes all administrative costs in connection with direct purchases of agricultural commodities from Section 32 funds. All administrative costs in connection with distributing commodities purchased from Section 32 funds (direct purchases and transfers from CCC) to schools, welfare associations and other eligible outlets. Includes administrative costs of shipping activity when commodities move from point of purchase to outlet, from warehouse to outlet, or from purchase point to storage.

D Food Preservation - All work facilitating preservation of abundant foods and processing food for school lunches.

E Marketing of Abundant Foods - All work in connection with increasing sales and consumption of plentiful and/or seasonal foods through normal channels of trade.

F Administration of Marketing Agreements - All work incident to administering the Agricultural Marketing Agreement Act of 1937, as amended.

G NATIONAL SCHOOL LUNCH ACT (APPROPRIATION): - All work performed in carrying into effect the provisions of the National School Lunch Act. Includes expenses in connection with procuring and distributing commodities purchased under Section 6.

COMMODITY CREDIT CORPORATION (APPROPRIATION):

H Price Support Programs - All activity incident to the loan and purchase operations (except those conducted by FMA State Offices for which service fees are collected--See Moisture

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\*This listing is not intended to be all inclusive, See paragraph II-C

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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Content and Grade Determination) conducted by the Commodity Credit Corporation to support the prices of domestic agricultural commodities, including all work performed in the acquisition, custody, maintenance, and disposition of commodities acquired by the Corporation under the price support programs, so long as the Corporation retains title to the commodities, regardless of the method of disposition. For example, if a commodity acquired by the Corporation under a price support program is disposed of through the Agricultural Supply Programs (see "Agricultural Supply Programs"), all activity performed in the acquisition, maintenance, custody, and disposition of that commodity will be included under the program "Price Support Programs".

I Subsidy Programs (Liquidation) - Includes all activity in connection with the liquidation of the subsidy programs of prior years under which the capital funds of the Corporation were used to make payments or purchases for resale to assist in the maintenance of price ceilings.

J CCC Export Programs - All activity incident to programs financed from capital funds of the CCC in which the Corporation exports or causes to be exported agricultural commodities and products at world market prices and absorbs or pays the difference between such price and domestic prices. Where price support commodities are exported at competitive world market prices under the Supply Program, the man-months cost should be reported under the price support program.

K Purchases in Foreign Countries - All activity financed from capital funds of the Commodity Credit Corporation in connection with purchase in foreign countries of foods, agricultural commodities, products thereof, and related facilities as are needed to meet emergency domestic requirements, including all work performed in the maintenance, custody and disposition of commodities so purchased. This program does not include activity in connection with the purchase of commodities in foreign countries for disposal through the Agricultural Supply Programs (see "Agricultural Supply Programs").

L Foreign Production Programs - Activities authorized by Section 7, P. L. 395, 80th Congress, under which CCC carries out programs to stimulate and increase the production of foods, agricultural commodities, and products thereof, in non-European foreign countries. Costs of purchasing commodities in non-European foreign countries, even though such purchase activities

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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encourage production, should be reported under the program "Purchases in Foreign Countries".

**M AGRICULTURAL SUPPLY PROGRAMS (APPROPRIATION):** - Includes all work in connection with procuring, storing, handling, shipping (excluding arranging for ocean transportation), and disposing of agricultural commodities for (a) cash-paying foreign governments, (b) participants under the Foreign Assistance Act of 1948, that is, Title I, Economic Cooperation Act; Title II, Greek-Turkish Assistance; Title III, International Children's Emergency Fund Assistance; and Title IV, China Aid Act; (c) United States Government agencies, and (d) other purchasers such as private relief Associations, et al, and others that may utilize the facilities of the Production and Marketing Administration, Commodity Credit Corporation. NOTE: This program does not include (1) work on any programs which are in process of liquidation; (2) work in connection with "Mexican Meat Purchase Program" prior to the time CCC takes title to the commodity (see "Mexican Meat Procurement Program"); and (3) work in connection with commodities procured under "Price Support Programs".

**N OCEAN TRANSPORTATION (APPROPRIATION):** - Includes all work involved in arranging the initial contract or charter with steamship companies for ocean transportation for supply programs, making adjustments in the contract or charter required because of diversion of ships or other similar actions, handling and otherwise processing of vouchers, claims, and related fiscal documents, etc.

**O SUPPLY PROGRAMS IN LIQUIDATION (APPROPRIATION):** - Includes all work in connection with supply programs which are in liquidation. A supply program is considered to be in liquidation when all billed deliveries have been completed. The Budget Division shall notify the Branches concerned when billed deliveries have been completed under a supply program.

**P FOREIGN ASSISTANCE ACT OF 1948: REQUIREMENTS AND ALLOCATION (APPROPRIATION):** - Includes all work in connection with planning, analyzing, screening, allocating, and making recommendations concerning requests for agricultural commodities, farm machinery, and fertilizer under the Foreign Assistance Act of 1948. NOTE: All work in connection with the actual procurement and delivery of agricultural commodities under the Foreign Assistance Act of 1948 should be reported under the program "Agricultural Supply Programs".

**Q SUGAR ACT (APPROPRIATION):** - All work incident to carrying into effect the provisions of the Sugar Act of 1948.

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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CONSERVATION AND USE (APPROPRIATION):

R Agricultural Conservation Program - All work performed under the Soil Conservation and Domestic Allotment Act, as amended, and the Agricultural Adjustment Act of 1938, as amended, in connection with the regular Agricultural Conservation Program.

S Tobacco Marketing Quota Program - All activities incident to the Tobacco Marketing Quota Program.

T Peanut Marketing Quota Program - All activities incident to the Peanut Marketing Quota Program.

U MOISTURE CONTENT AND GRADE DETERMINATIONS (APPROPRIATION): - For all work in connection with (1) grading, sampling, testing, sealing, and inspecting commodities and other work to determine eligibility of such commodities for the loan program; (2) the certification of eligibility for price support program and (3) purchase agreement programs.

V PHOTOGRAMMETRIC WORK (APPROPRIATION): - Includes activity in connection with furnishing photogrammetric services to other agencies as authorized by Section 387 of the Agricultural Adjustment Act of 1936.

W LABOR CAMP DISPOSAL (LIQUIDATION) (APPROPRIATION): - Activities incident to the disposal of farm labor supply camps and facilities.

X MARKET NEWS SERVICE (APPROPRIATION): - Includes all work in connection with collecting, and disseminating market news on agricultural commodities including cold storage reports. Excludes market news service authorized by the Cotton Acts and Tobacco Acts.

Y MARKET INSPECTION OF FARM PRODUCTS (APPROPRIATION): - Includes work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from this appropriation. Excludes inspection of commodities authorized by specific laws such as the Tobacco Inspection Act.

MARKETING FARM PRODUCTS (APPROPRIATION):

Z Standardization and Marketing Research - Includes standardization and marketing research on fruits and vegetables, livestock, meats, wool, dairy products, poultry products, grain, rice, beans, peas, hay, seed, hops, cotton and cottonseed performed under the appropriation "Marketing Farm Products".

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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AA Research on Transportation - Includes work on improvement of transportation, packing and packing methods and wholesale and retail market practices formerly performed in the Bureau of Agricultural Economics.

AB Freight Rates for Farm Products - Includes all activity incident to carrying into effect the provisions of Section 201(a) to 201(d) of Title II of the Agricultural Adjustment Act of 1938 relating to adjustment of freight rates for farm products.

AC Obtaining Adequate Market Storage and Transportation Facilities - Includes (a) studies and surveys to develop principles and data to reduce inefficiencies and costs in the physical handling of farm and food products from producer to consumer and (b) determining in advance when and where there will be shortages of transportation and storage facilities and developing and carrying out programs to alleviate such shortages.

AD Food Production and Marketing Assistance - Includes all work incident to establishing production goals and guides, co-ordinating State and local nutrition activities, and providing assistance to industry groups in securing materials, supplies and equipment.

AE TOBACCO ACTS (APPROPRIATION): - Includes all activity incident to carrying into effect the provisions of the Tobacco Inspection, Tobacco Stocks and Standards, and Tobacco Seed and Plant Exportation Acts.

AF COTTON ACTS (APPROPRIATION): - Includes all activity incident to carrying into effect the provisions of the Cotton Statistics, Classing, Standards and Futures Acts.

MARKETING REGULATORY ACTS: (APPROPRIATION):

AG PAC, Produce Agency, Standard Container and Export Apple and Pear Acts - Includes all activity incident to carrying into effect the provisions of the Perishable Agricultural Commodities Act, the Produce Agency Act, the Standard Container Acts and the Export Apple and Pear Act.

AH Packers and Stockyards Act - Includes all activity incident to carrying into effect the provisions of this act.

AI Insecticide, Fungicide, and Rodenticide Act - Includes all

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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activity incident to carrying into effect the provisions of this act.

AJ Federal Seed Act - Includes all activity incident to carrying into effect the provisions of this act.

AK Grain Standards Act - Includes all activity incident to carrying into effect the provisions of this act.

AL Nagal Stores Act - Includes all activity incident to carrying into effect the provisions of this act.

AM Warehouse Act - Includes all activity incident to carrying into effect the provisions of this act.

AN RESEARCH AND MARKETING ACT OF 1946 (APPROPRIATION): - Includes all activities financed from allocations under the Research and Marketing Act of 1946.

AO TRUST FUNDS - INSPECTION AND GRADING (APPROPRIATION): - Includes all work in connection with inspection and grading of farm products as to class, quality and condition, which is financed from fees charged for inspection and grading services deposited in trust funds.

AP TRUST FUNDS (NEW ENGLAND RADIO NEWS) (APPROPRIATION) - Includes work incident to dissemination of market news and other information performed under the cooperative agreement with the New England States and other agencies and financed by contributions covered into the New England Radio News Trust Fund.

AQ SPECIAL RESEARCH FUND (APPROPRIATION): - Includes research such as the extraction of foreign material from cotton lint of gins financed from the department special research fund.

GRADING OF AGRICULTURAL COMMODITIES (APPROPRIATION)

AR Cotton Classification - Includes cotton classification work in connection with cotton loan and purchase programs financed from capital funds of the Commodity Credit Corporation.

AS Wool Grading - Includes wool grading work in connection with wool purchase programs financed from capital funds of the Commodity Credit Corporation.

FOOT AND MOUTH DISEASE (APPROPRIATION):

AT Foot-and-Mouth Eradication - All work done for the Bureau

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LISTING AND DEFINITIONS OF WORK PROGRAMS TO BE REPORTED

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of Animal Industry in connection with the program for the eradication of the foot-and-mouth disease in Mexico and the prevention of its spread to the United States.

AU Mexican Meat Procurement Program - All activity incident to the purchase, by PMA, and delivery to the United States border of canned meat procured in Mexico with funds made available, pursuant to Public Law 8 - 80th Congress, for the eradication of the Foot-and-Mouth disease in Mexico. Activity incident to the handling of such meat after it enters the United States and to the disposal of such meat should not be reported under this heading (see Agricultural Supply Program).

AV REIMBURSABLE SERVICES PERFORMED FOR OTHER AGENCIES (APPROPRIATION) Includes all work performed under the Consolidated Account for agencies outside PMA on a reimbursable basis. The name of the reimbursing agency shall be included in the work program title, as follows: "Reimbursable Services performed for 'Name of Agency'". Report work performed for each agency as separate work programs. Reimbursable services for agencies outside PMA performed under these programs financed from direct allotments shall be reported under the appropriate "direct allotment" work programs.

AW SECTION 392, AA ACT OF 1938 (APPROPRIATION) - Includes all work incident to services rendered for the following offices: PMA State and County Offices, the ACP Branch, Aerial Photo Laboratory, and the Office of Assistant Administrator for Production. The branches reporting under this work program are those which have received an allocation from "Section 392" as part of the consolidated account (CCC) allotments, including Office of the Administrator, Budget and Management Branch, Fiscal Branch, CCC Field Offices, Information Branch, Audit Branch, Compliance and Investigation Branch, Tobacco Branch, Fats and Oils Branch, and the Marketing Facilities Branch. Branches receiving direct allotments of Section 392 funds will not report under this work program. These branches, including the ACP Branch, the PMA State Offices, Office of Assistant Administrator for Production, and the Aerial Photo Laboratory will distribute man-months among the specific programs itemized in the procedure.

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SALARY TABLE

New Annual Salary Rate	Daily Rate	Monthly Rate			
		20*	21*	22*	23*
		Feb. '49	Jan. '49	July '48 Aug. '48 Sept. '48 Oct. '48 Nov. '48 Dec. '48 Mar. '49 Apr. '49 May '49 June '49	
\$ 1,410.	\$ 5.423	\$ 108.46	\$ 113.88	\$ 119.31	\$ 124.73
1,500.	5.769	115.38	121.15	126.92	132.69
1,588.	6,108	122.16	128.26	134.38	140.48
1,660.	6.385	127.69	134.08	140.46	146.85
1,732.	6.662	133.23	139.89	146.55	153.21
2,020.	7.769	155.38	163.15	170.92	178.69
2,086.	8,023	160.46	168.48	176.51	184.53
2,152	8.277	165.54	173.81	182.09	190.37
2,218	8.531	170.61	179.14	187.68	196.21
2,284	8.785	175.69	184.48	193.26	202.05
2,350.	9,038	180.77	189.81	198.84	207.88
2,423.04	9.319	186.39	195.71	205.02	214.34
2,498.28	9.609	192.17	201.78	211.39	221.00
2,573.52	9.898	197.96	207.86	217.76	227.66
2,598.60	9.995	199.89	209.89	219.88	229.88
2,648.76	10.188	203.75	213.94	224.13	234.31
2,724.	10,477	209.54	220.02	230.19	240.97
2,799.24	10.766	215.33	226.09	236.86	247.62
2,849.40	10.959	219.18	230.14	241.10	252.06
2,874.48	11.056	221.11	232.17	243.22	254.28
2,949.72	11.345	226.90	238.25	249.59	260.94
2,974.80	11.442	228.83	240.27	251.71	263.15
3,024.96	11.634	232.69	244.32	255.96	267.59
3,100.20	11.924	238.48	250.40	262.32	274.25
3,175.44	12.213	244.26	256.48	268.69	280.90
3,225.60	12.406	248.12	260.53	272.93	285.34
3,250.68	12.503	250.05	262.55	275.06	287.56
3,351.	12.888	257.77	270.66	283.54	296.43
3,476.40	13.371	267.41	280.78	294.16	307.53
3,601.80	13.853	277.06	290.91	304.77	318.62
3,727.20	14.335	286.71	301.04	315.38	329.71
3,852.60	14.818	296.35	311.17	325.99	340.80
3,978.	15.300	306.00	321.30	336.60	351.90
4,103.40	15.782	315.65	331.43	347.21	362.99
4,228.80	16.265	325.29	341.56	357.82	374.09
4,354.20	16.747	334.94	351.68	368.43	385.18
4,479.60	17.229	344.58	361.81	379.04	396.27
4,605.	17.712	354.23	371.94	389.65	407.36
4,730.40	18.194	363.88	382.07	400.26	418.46

SALARY TABLE

New Annual Salary Rate	Daily Rate	Monthly Rate			
		20*	21*	22*	23*
		Feb. '49	Jan. '49	Oct. '48	Sept. '48
			Apr. '49	May '49	June '49
				July '48	Aug. '48
				Dec. '48	Mar. '49
\$ 4,855.80	\$ 18.676	\$ 373.52	\$ 392.20	\$ 410.87	\$ 429.55
4,981.20	19.158	383.17	402.33	421.48	440.64
5,106.60	19.641	392.81	412.45	432.10	451.74
5,232.	20.123	402.46	422.58	442.71	462.83
5,357.40	20.605	412.11	432.71	453.32	473.92
5,482.80	21.088	421.75	442.84	463.93	485.01
5,608.20	21.570	431.40	452.97	474.54	496.11
5,733.60	22.052	441.05	463.10	485.15	507.20
5,859.00	22.534	450.70	473.23	495.76	518.30
5,984.40	23.017	460.34	483.35	506.37	529.39
6,109.80	23.500	470.00	493.48	516.98	540.49
6,235.20	23.982	479.63	503.61	527.59	551.58
6,360.60	24.465	489.27	513.74	538.20	562.68
6,486.00	24.947	498.90	523.87	548.81	573.78
6,611.40	25.430	508.54	534.00	559.42	584.88
6,736.80	25.912	518.17	544.13	569.99	595.98
6,862.20	26.395	527.81	554.26	580.62	607.08
6,987.60	26.877	537.44	564.39	591.23	618.18
7,113.00	27.360	547.08	574.52	601.84	629.28
7,238.40	27.842	556.71	584.65	612.45	640.38
7,363.80	28.325	566.35	594.78	623.06	651.48
7,489.20	28.807	575.98	604.91	633.67	662.58
7,614.60	29.290	585.62	615.04	644.28	673.68
7,740.00	29.772	595.25	625.17	654.89	684.78
7,865.40	30.255	604.89	635.30	665.50	695.88
7,990.80	30.737	614.52	645.43	676.11	706.98
8,116.20	31.220	624.16	655.56	686.72	718.08
8,241.60	31.702	633.79	665.69	697.33	729.18
8,367.00	32.185	643.43	675.82	707.94	740.28
8,492.40	32.667	653.06	685.95	718.55	751.38
8,617.80	33.150	662.70	696.08	729.16	762.48
8,743.20	33.632	672.33	706.21	739.77	773.58
8,868.60	34.115	681.97	716.34	750.38	784.68
8,994.00	34.597	691.60	726.47	760.99	795.78
9,119.40	35.080	701.24	736.60	771.60	806.88
9,244.80	35.562	710.87	746.73	782.21	817.98
9,370.20	36.045	720.51	756.86	792.82	829.08
9,495.60	36.527	730.14	766.99	803.43	840.18
9,621.00	37.010	739.78	777.12	814.04	851.28
9,746.40	37.492	749.41	787.25	824.65	862.38
9,871.80	37.975	759.05	797.38	835.26	873.48
9,997.20	38.457	768.68	807.51	845.87	884.58
10,122.60	38.940	778.32	817.64	856.48	895.68
10,248.00	39.422	787.95	827.77	867.09	906.78
10,373.40	39.905	797.59	837.90	877.70	917.88

\* Represents maximum pay status days in respective month

Form AD-14  
(Rev. Aug. 1944)

SS-No. 1

 U. S. DEPARTMENT OF AGRICULTURE  
 REQUEST FOR SUPPLIES, EQUIPMENT, OR SERVICE

 To: CENTRAL SUPPLY DIVISION, Washington 25, D. C.—Unless  
 indicated otherwise as follows:

 Consignee: James Smith  
 U. S. Department of Agriculture  
 1/ Production and Marketing Administration  
 Shipping and Storage Branch  
 Room 2603, Mallers Building  
 5 So. Wabash Ave., Chicago 3, Illinois

 Bureau Production and Marketing  
 Administration

Bureau No. \_\_\_\_\_

Date 10-1-47

Approp. symbol 7W-29

Project No. \_\_\_\_\_

Encumbered, \$ \_\_\_\_\_

 Please furnish in accordance with instructions above the following items which I certify are necessary for use in  
 the public service:

 Officer *John L. Se*  
 (Authorized representative)

ITEM NO.	STOCK NO.	DESCRIPTION OF ARTICLES	NUMBER OF UNITS	UNIT	DO NOT WRITE IN THESE COLUMNS	
					UNIT PRICE	EXTENSION
	Cartons/boxes used	for shipment: Size _____ Quantity _____				
1						
2						
3						
4		(SEE REVERSE SIDE.)				
5						
6						
7		1/ "U. S. DEPARTMENT OF AGRICULTURE, PRODUCTION AND MARKETING ADMINISTRATION,"				
8		NEED BE SHOWN ONLY ON FIELD SHIPMENTS.				
9						
10						
11						
12						
13						

(DO NOT WRITE BELOW THIS LINE)

TOTAL

 Filled by \_\_\_\_\_  
 Checked by \_\_\_\_\_  
 Packed/delivered by \_\_\_\_\_  
 Shipped via: Fght. ☐ Exp. ☐ P. P. ☐ Mail ☐  
 Govt. B/L No. \_\_\_\_\_ Date \_\_\_\_\_  
 Containers \_\_\_\_\_ Class \_\_\_\_\_ Wgt. \_\_\_\_\_

## RECEIPT

 I CERTIFY that the materials and/or services itemized  
 above have been received in the quantity and quality  
 specified, except as otherwise noted.

(Signature)

(Date)

(Note and follow carefully instructions on reverse side)

FORM NUMBER: AD-14 (Revised Aug. 1944)

ACTUAL SIZE: 8" X 10½"

 TITLE: REQUEST FOR SUPPLIES, EQUIPMENT,  
 OR SERVICE

 PRINTED: 1 sheet, both sides. (Back of  
 form, consisting of instructions for comple-  
 tion not shown.) Follow instructions in  
 applicable Manual instruction.

PREPARATION: Washington: MISCELLANEOUS SERVICES (other than those available from PBA) and  
 EQUIPMENT - original and 1 copy. FORMS - original and 3 copies. OTHER  
 SUPPLIES, (1) from Central Supply Division - original and 3 copies,  
 (2) from other sources - original and 1 copy.

Field: Administrative supplies, equipment and miscellaneous services -  
 original and 4 copies; forms - original and 3 copies.

DISTRIBUTION: Washington: 1 copy for requisitioning officer. Original and all other required  
 copies, (1) for forms, to Records Management and Reproduction Section,  
 Administrative Services (AS) Division, Budget and Management (BM)  
 Branch: (2) for all other supplies, equipment and services, to Procure-  
 ment and Equipment Management Section, AS Division, BM Branch.

Field: 1 copy for requisitioning officer. Original and all other required copies  
 to appropriate AS Division.

PROCEDURE COVERING USE: 416.2 AND 421.1

DISTRIBUTION: A, B

7-7-48



Separate Requisitions must be submitted for various categories of Supplies, Equipment, Miscellaneous Services, and Forms, as prescribed in Manual Instructions 416.2, "Acquisition of Forms and Administrative Supplies, Equipment, and Miscellaneous Services - Area and Field," and 421.1, "Acquisition of Administrative Supplies, Equipment, and Miscellaneous Services - Washington." The examples below show proper listing of Forms, Equipment, Miscellaneous Services, and Supplies.

Numbered, \$.....  
 service: ..... above the following items which I certify are necessary for use in

(Signature of authorized representative)

ITEM No.	STOCK No.	DESCRIPTION OF ARTICLES	NUMBER OF UNITS	UNIT	DO NOT WRITE IN THESE COLUMNS	
					UNIT PRICE	EXTENSION
		Cartons/boxes used for shipment: Size..... Quantity.....				
1		<u>WHEN FORMS ARE REQUISITIONED:</u>				
2	AD-14	Request for Supplies, Equipment or Service	500	ea.		
3	SF-40	Contract for Telephone Service	500	ea.		
4		<u>WHEN EQUIPMENT IS REQUISITIONED:</u>				
5		Desks, steel; office; olive-green finish; flat-top; 30½ inches high, 60" x 34"	2	ea.		
6		<u>WHEN SERVICES ARE REQUISITIONED:</u>				
7		Clean and overhaul Marchant Calculating C Machine, Serial No. 224689		For the job		
8		<u>WHEN SUPPLIES ARE REQUISITIONED:</u>				
9	17-F-13327	Flashlights, electric, 3-cell	2	ea.		
10	26-T-17880	Trays, Card Index, 3x5	1	ea.		
11						
12						
13						

(DO NOT WRITE BELOW THIS LINE)

TOTAL

Filled by .....

Checked by .....

ad/dob



F&amp;V

Form No. 10-292  
Form approved by Comptroller General, U. S.  
January 21, 1935

FEDERAL WORKS AGENCY  
PUBLIC BUILDINGS ADMINISTRATION  
OFFICE OF THE BUILDINGS MANAGER  
WASHINGTON

MAKE IN QUINTUPLE. RETAIN GREEN COPY.  
MAIL WHITE, YELLOW, BLUE, AND PINK COPIES TO GROUP SUPERINTENDENT

Bureau No. \_\_\_\_\_ **REQUEST FOR WORK TO BE PERFORMED** Job Order No. \_\_\_\_\_  
Department or Office U. S. Dept. of Agriculture Bureau Production and Mktg. Administration Division Fruit & Veg.  
For additional information consult Mr. John Doe Tel. No. 2183 Room 2083 Bldg. South  
Location of work Room 2079 Branch No. \_\_\_\_\_

Date October 1, 1946

Please have work done as per following description:

SHOPS OR MECHANICS

Overhaul Royal Typewriter KHM-19786432

Cost of Labor \_\_\_\_\_ Charge to Appropriation 7W-42

Cost of Material \_\_\_\_\_ Signed J.F.

Total \_\_\_\_\_ Title of Position \_\_\_\_\_

U. S. GOVERNMENT PRINTING OFFICE

16--11395-1

FORM NUMBER: PBA 10-292

TITLE: REQUEST FOR WORK TO BE PERFORMED

ACTUAL SIZE: 8" X 5"

PRINTED: 1 sheet, 1 side

PREPARATION: Washington only: Original and 6 copies (4 copies on PBA Forms 10-292a (pink), 10-292b (blue), 10-292c (yellow), 10-292d (green), and 2 copies on white manifold tissue).

DISTRIBUTION: Requisitioning officer, 1 white tissue copy. Original and all other copies, Procurement and Equipment Management Section, Administrative Services Division, Budget and Management Branch.

PROCEDURE COVERING USE: 421.1

DISTRIBUTION: A (Washington only) B (Washington only)  
7-7-48

